



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-110

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SCOPE: The purpose of this policy is to establish authority for the function of management reviews with the State Bureau of Procurement (Bureau), and to define agency responsibility for the retention and provision of records for management review purposes.

POLICY: Delegation of authority by the Bureau carries with it the responsibility to conduct management reviews of those delegated processes to assure that the intent of the authorizing legislation is fulfilled, and the terms of the delegation granted by the Department of Administration are met. See PRO-102, Delegation.

Assumption of delegated authority by a state agency carries with it the responsibility to perform under the rules and the procedures involved and to provide a documented review trail for after-the-fact review of performance upon request by the Bureau.

- PROCEDURE:**
- I. Agency Reviews
 - A. The agency will ensure a formalized management review program exists to create and maintain internal controls and internally monitor compliance with procurement statutes, administrative codes, state and agency policies and procedures.
 - B. The agency will perform periodic management reviews of internal procurements and processes to ensure compliance. Following management reviews, the agency will compile a report of the findings to be made available upon request.
 - II. Bureau Reviews
 - A. The Bureau may choose to perform its own management review of the agency's procurement processes. The agency will



Legal Authority

Wis. Stats. ss. 16.004(4)(5)(6); 16.71; 16.72(4);
16.82(1)(2)(3)
Agencies Affected: All, unless otherwise noted

Authorized:
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State Bureau of Procurement



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provide all information from its internal management reviews to the Bureau for its management review or upon request.

III. Records Retention for Management Review

- A. Purchasing decisions are subject to challenge, sometimes long after the fact. Therefore, records and files are to be maintained and kept in useable, accessible condition for access.
- B. Failure to maintain accessible and thorough records of performance and actions taken is cause for a review of, or withdrawal of, certain levels of delegated authority.
- C. Input of records and documents to automated systems that are used for review purposes must be accurate and complete. See PRO-105, Procurement Record Retention and Access.



Legal Authority

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